DOCUMENT RESUME

ED 269 190 RC 015 693

AUTHOR Bratlie, Ron
TITLE 101 Ways to Save Money in Small Schools.
PUB DATE Apr 86
NOTE 9p.; Paper presented at the Minnesota Rural Education Association Conference (2nd, North Mankato, MN, April 9-10, 1986).
PUB TYPE Guides - Non-Classroom Use (055) -- Speeches/Conference Papers (150)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Administrator Guides; Costs; *Educational Economics; Educational Equipment; Educational Facilities; *Educational Finance; Financial Problems; Fund Raising; *Money Management; Operating Expenses; *Retrenchment; School District Spending; School Funds; School Schedules; *Small Schools; Staff Utilization

ABSTRACT

This paper is a checklist on ways to save money targeted to administrators of small rural schools but appropriate to schools of any size. Tips concerning staff include salary issues, early retirement, time management techniques, involving staff in budget and facilities planning, and utilizing limited-experience teachers, teacher-administrators, and volunteers. Adjusting length of school day and year, eliminating study halls, combining small enrollment grades, offering some secondary classes in alternate years and reducing time spent on testing and discipline are mentioned. Tips on equipment and facilities include contracting specialty and janitorial services, using mobile libraries and portable classrooms, leasing school buildings, reducing vandalism and fuel consumption, and employing student help. Suggestions for generating funds include school stores, vocational class products, adult evening classes, wise investments, cooperative buying, cooperative application for federal aid programs, community support of school projects, and local donations. Other tips cover materials selection, community involvement, and school board policies. (LFL)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED269190

RC015693

101 WAYS TO SAVE MONEY IN SMALL SCHOOLS

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☒ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

APR 1986
RECEIVED
ERIC/CRESS

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Ron Bratlie

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

RON BRATLIE

101 Ways to Save Money in Small Schools

By

Ron Bratlie
Truman School District
Truman, MN 56088

Paper presented at the Minnesota Rural Education Association Conference (2nd, North Mankato, MN, April 9-10, 1986).

101 WAYS TO SAVE MONEY IN SMALL RURAL SCHOOLS

1. Develop a board policy concerning homework. A proper homework policy will save time and money.

2. Avoid closing schools for weather conditions unless safety is a problem or road conditions do not permit staff attendance. A late start on questionable days is advisable.

3. Reduce your school construction bond proposal costs by paying legal and bonding fees from your current expense budgets.

4. Boards of education of receiving and sending districts should conduct meetings to set educational goals to avoid duplication of services.

5. Finance your school construction costs on short term notes until the bond market is most favorable.

6. To conserve money paid to architectural services, eliminate school furnishings and have this service provided by your staff.

7. Encourage boards of education to recognize excellence in teachers, other staff members and students by taking appropriate action at public meetings.

8. Federal aid dollars are available each year through many thousands of programs. Cooperative efforts can find and seek such monies.

9. Award mini-grants of $100 to $1000 for teachers' use in innovative projects that could not operate without additional funding.

10. Reduce seven period high school days to six period days.

11. Develop a fair but adequate rental charge for use of school facilities or equipment.

12. Utilize a bidding process to insure the lowest price available.

13. An enept employee-employer negotiator can practically bankrupt the school district.

14. Contract specialty services that are not everyday occurances.

15. Invest surplus monies in long- or short-term issues.

16. Make daily deposits into a money-market account.

17. Have investments mature on payroll day or on Monday instead of Friday.

18. Consider buying cooperatively, such as ECSU, to guarantee the lowest available price.

BEST COPY AVAILABLE

19. When paying professional personnel, eliminate ratio payments and across the board increases beyond salary guide levels.

20. Conduct a school store program.

21. Contract janitor service where available.

22. Pay all bills promptly where discounts are involved; however, it is good business to pay other bills as near to the deadline for payments as possible.

23. Involve the total staff in budget planning and preparation so that all members are budget conscious and careful with their requests and expenditures.

24. Determine the attendance value of conferences, conventions, and workshops. A brief written report should be required.

25. Planned Program Budgeting System is cost oriented and contains accountability.

26. Every board of education should have an up-to-date policy manual.

27. Your board policies should include guidance for your staff members concerning the requests to complete questionnaires on school time and with school help.

28. The extended school year concept can save money under certain conditions.

29. Eliminate school boards scheduled dinners preceding regular meetings as a budget expense.

30. You may be able to reduce staff absenteeism by having staff members call the principal about absences.

31. Many public utility companies offer leasing arrangements for outside school lighting at a fixed monthly charge.

32. Set a fair reimbursement rate for the travel expenses of all employees of the district.

33. Cut travel expenses by use of conference calls.

34. Close down the entire school district for a period of several weeks at which time vacations could be taken by the 12-month employees.

35. Closed lunch periods can help hot lunch programs.

36. School board policies should eliminate purchases from those sellers who donate rewards to school employees.

BEST COPY AVAILABLE

37. Install self contained galvanic cells in boilers to eliminate scale and corrosion.

38. Utilize in-school suspensions and discourage expulsions and suspensions from school.

39. Consider leasing automobiles or purchasing vehicles instead of paying mileage to employees.

40. Use computer programs for secondary school scheduling to maximize efficiency of student and teacher assignments.

41. Require professional employees to arrive in the building 15 minutes in advance of the students.

42. Ask business people in the school community to act as an advisory committee for the purpose of cutting costs without adversely affecting the quality of education.

43. Consolidate insurance coverage and have your insurance broker explain how you can get the best rates for your needs.

44. Consider leasing arrangements for school buildings.

45. Sell old bricks of old schools to grads.

46. Encourage contributions by people who want to dispose of some of their wealth.

47. Streamline the amount of time used for preparing for, testing, and reviewing tests. Question weekly testing.

48. Reduce failures of students by all conceivable means.

49. Consider filling teaching vacancies with teachers who have limited experience.

50. Utilize administrators as teachers whenever possible and permissable.

51. Reduce the use of substitutes on the secondary school level by using staff members who have preparation periods.

52. Use volunteers in listening to individual readers in the lower elementary.

53. Consider the employment of teachers who hold dual teaching certificates.

54. Consider contracting for behind-the -wheel instruction.

55. Use free cars that are available for driver training classes.

56. Adult evening classes are easily self-supporting.

BEST COPY AVAILABLE

57. It is usually cheaper to hire more personnel than to pay overtime rates.

58. Vocational classes can build saleable merchandise and help pay additional expenses.

59. Combination grades in the elementary school are alternatives to small enrollment grades.

60. Eliminate study halls where possible.

61. Utilize volunteers instead of hiring school aides.

62. Employ teachers for summer jobs.

63. Employ student help to work in schools.

64. Contract with a music studio for the instrumental instruction of students - lessons before or after school or Saturdays.

65. Provide adequate secretarial help to maximize supervisory personnel.

66. Consider a four day student week. The fifth day can be used for inservice.

67. Provide a series of roadblocks for potential school dropouts.

68. Utilize your administrative effectively - combine positions.

69. Use paraprofessionals to replace staff that have study hall or corridor duty.

70. Many educational companies that sell books and supplies have superior instructors who are available for in-service programs without charge.

71. Develop independent study programs at the secondary level.

72. Develop lists of clerical substitutes that can work during peak periods.

73. Use of Driver education simulators may be financially worthwhile.

74. Mobile libraries can increase circulation and proved duplicates.

75. Use portable classrooms to delay or in place of a building program.

76. Spend more time on staff selection.

77. Reproduce and distribute instructional materials devised by your individual staff members.

BEST COPY AVAILABLE

78. Hold off some teacher hiring until September if elementary class sizes are the least bit indefinite.

79. Implement a "think attendance" program for your employees.

80. Eliminate small classes on the secondary level or schedule the offerings on alternate years.

81. Use high school students to assist the school in routine clerical duties and switchboard jobs but provide supervision and training.

82. Schedule maintenance and custodial work for evenings to eliminate dead time and reduce vandalism.

83. Consider offering employees who plan to retire in a year or two an early retirement package.

84. Encourage local service organizations to support special school projects financially.

85. Adequate insurance coverage is a must for all school districts.

86. Buy Workmen's Compensation policies cooperatively.

87. Use various methods to reduce or eliminate vandalism. Limit the number of issued keys and have a system.

88. Share or exchange custodial and maintenance service with other agencies.

89. Preventive maintenance is financially worthwhile.

90. Reduce fuel consumption by reducing the use of fresh air intake fans after school.

91. Pay school custodial, maintenance and clerical personnel on an hourly rate.

92. Have custodians move their equipment from room to room with a housekeeping cart.

93. Use bulk mailing permit to send newsletters and other school publications.

94. Extend the lives of school buses by rotating them so that all buses are used in accordance with depreciation schedules.

95. Institute a master recording system for all long distance telephone calls.

96. Use custodians to drive school buses.

97. Use payroll envelopes as a means of communication such as "how-to-save money in the schools."

BEST COPY AVAILABLE

98. All school property should be properly invenoried and insured.

99. The use of paperbacks is less expensive, easier to handle, and usually more up to date.

100. Exchange surplus textbooks with neighboring school districts.

101. There's no magic in the number 101. This figure is a start in the quest for ways to economize.

BEST COPY AVAILABLE